

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS
CAREGIVER SUPPORTIVE SERVICES**

Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.

PURPOSE:

To promote quality of service, the Aging and Disability Services Division (ADSD) has established service specifications that contain general guidelines. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS and PROGRAM-SPECIFIC REQUIREMENTS established for each type of funded service.

SERVICE DEFINITION:

This service provides education and supportive services for caregivers and professionals caring for elders in their own homes. The intent is to prevent excessive disability in the elderly client and reduce stress-related problems in the caregiver. This service directly targets problems that cause families to seek costly residential placement. The service promotes the continued care of elderly Nevadans in their homes, while maximizing the quality of life for both the elderly client and the caregiver.

SERVICE CATEGORIES AND UNIT MEASURES

The following service categories and unit measures must be used to document the amount of service provided:

Caregiver Supportive Services: A program to prevent excess disability in elderly clients and the reduction of stress-related problems in their caregivers.

One unit equals one contact with or on behalf of a caregiver and/or client.

Education: Provides health care professionals, students, clients and/or caregivers with education and training in geriatric health issues, techniques and/or trends.

One unit equals one hour of training/educational meeting in a group setting.

SPECIFICATIONS:

1. Required Services:
 - 1.1 Individual and/or family counseling in the home.
 - 1.2 Caregiver training programs for family caregivers and professionals.

- 1.3 Support groups - Conduct a support group(s) or arrange for the caregiver to attend a support group sponsored by another organization.
2. Optional Services:
 - 2.1 Case management and/or advocacy services.
3. Assessment:
 - 3.1 Primary Caregiver Assessment: A caregiver in-home assessment shall be completed prior to the start of service. The assessment must document the condition of the client based on the assessment criteria contained in Appendix A. To avoid duplication, programs are encouraged to enter into cooperative agreements for sharing information when a client has had an assessment completed by a social worker or case manager under another program.
4. Service Plan:
 - 4.1 Establish a service plan based on the needs identified in the caregiver assessment. The service plan must include the type, amount, frequency, expected duration and source of services to be arranged or provided. The service plan must be signed and dated by the client and/or caregiver. A copy of the service plan must be provided to the client and/or caregiver. A new service plan must be established whenever there are substantial changes to the client and/or caregiver's situation and a copy of the new plan must be provided to the client and/or caregiver.
5. Reassessment:
 - 5.1 A reassessment is required whenever there is a substantial change in a service recipient's physical condition, support system, or home environment. All recipients shall be re-assessed in their homes no less than once every 12 months based on the assessment criteria contained in Appendix A. A new service plan shall be developed as a result of the reassessment. To avoid duplication, programs are encouraged to enter into cooperative agreements for sharing information when a client has had an assessment completed by a social worker or case manager under another program.
6. Education and Training Sessions:
 - 6.1 Develop an annual plan on proposed education and/or training sessions prior to commencement. The plan should include the proposed topics, target group, schedule/timeline, and general community sessions.
 - 6.2 Documentation shall include: date of training; topic presented; name and title of presenter; and the number of the individuals in attendance.

APPENDIX A

CAREGIVER SUPPORTIVE SERVICES ASSESSMENT CRITERIA

A client and caregiver home assessment must document the following areas:

A. DESCRIPTION OF CLIENT'S MEDICAL/PHYSICAL/COGNITIVE CONDITION

1. Diagnoses (if known);
2. Recent institutionalizations/reason;
3. Physical condition of care recipient including, but not limited to impaired areas of the body and severity of impairments;
4. Cognitive status including, but not limited to level of functioning, mental confusion, and depression; and
5. Assistive devices used by care recipient in performing Activities of Daily Living (e.g., wheelchair, oxygen).

B. ANALYSIS OF CLIENT'S PHYSICAL STATUS IN THE FOLLOWING AREAS

1. Ambulation;
2. Ability to stand;
3. Vision acuity;
4. Ability to grasp, bend, reach, lift;
5. Ability to transfer;
6. Hearing; and
7. Ability to go outside the home without assistance.

C. ANALYSIS OF CLIENT SUPPORT SYSTEM

1. Number of persons in household and their relationship to the client;
2. Supportive tasks performed by family and friends; and

D. ANALYSIS OF HOME ENVIRONMENT

1. Number/type of pets;
2. Type of housing: mobile, apartment, townhouse, house;
3. Indicate whether refrigerator, oven, heating and plumbing are in working condition;
4. Indicate whether the care recipient needs assistive devices for bathing (e.g., shower chair, grab bars); and
5. Indicate unsafe conditions.